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Ravalli County Commissioners

MONTANA  
Department of Commerce

BUSINESS RESOURCES DIVISION

301 s. Park Ave \* P. O. Box 200605 \* Helena, Montana 59620-0505

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www.commerce.mt.gov

DATE: December 27, 2006

TO: Skip Rosenthal  
Ravalli County  
Email address: srosenthal@co.Ravalli.mt.us

FROM: Judy Carlson, CDBG-ED Program Assistant

RE: 2006 Community Development Block Grant – Economic Development  
Program Loan Portfolio Data (LPD) Reports

CDBG-ED Awards: Ravalli County #MT-CDBG-ED01-06 Bitterroot Restoration  
All Secondary Loan Activity

The U.S. Department of Housing and Urban Development (HUD) requires the Montana Department of Commerce (MDOC) to show long-term benefit from investment of Community Development Block Grant – Economic Development (CDBG-ED) funds. Due to imminent changes in the CDBG-ED program mandated by HUD, the MDOC needs to track primary and secondary loan activities generated from the above awards, in order to report program performance measurements for the CDBG-ED program. **This mailing is to request information for the period January 1, 2006 through December 31, 2006. (As of January 1, 2004, LPD reports will only be requested annually.)** This information enables the Department to comply with HUD's requirements, and allows the Department to provide better technical assistance to local governments and local development organizations with their community development objectives.

The above contracts reflect current and past CDBG-ED awards that have contributed to the Ravalli County Revolving Loan Fund (RLF). Some RLF's are derived from a single CDBG-ED award, and other RLF's are a combination of numerous awards. **(If any of the above awards are not part of the Ravalli County RLF, please indicate as such in the organization's report.)**

Some local governments or local development organizations may not have been asked to report LPD information for a while. These entities may or may not be currently servicing loans, and may have questions regarding eligible uses for their RLF funds. This letter is to contact current and past LPD managers, and request assistance in reporting loan activities, primary and secondary, derived from all CDBG-ED assisted businesses. We are updating our loan history from the CDBG-ED program's inception. Your response to this mailing will allow the program to demonstrate how the program has benefited Montana's small businesses.

Please note:

- Please indicate in your response what the balance is of available funding in your revolving loan funds.
- An Exhibit 8-I *Primary Loan Portfolio Data* sheet must be filled out for each primary loan.
- For secondary loan activities, RLF managers may submit a roll-up of all loan activities for which CDBG-ED was a contributing funding source. If it is easier to fill out individual secondary loan activity sheets, (Exhibit 8-I) *Secondary Loan Activity* form is attached to this email for your convenience.

Response to this mailing is requested by January 31, 2007. A copy of Exhibit 8-I is attached. Send completed form(s) by email, or by postal service to:

Judy Carlson, CDBG-ED Program Assistant  
P.O. Box 200605  
301 South Park Avenue  
Helena, MT 59620-0505  
Email: [jucarlson@mt.gov](mailto:jucarlson@mt.gov)

Please call (406) 841-2734 for additional information or assistance. The LPD forms are also available on diskette by request.

cc: Nedra P. Taylor, Ravalli county Clerk & Recorder  
Email address: [recorder@co.ravalli.mt.us](mailto:recorder@co.ravalli.mt.us)

**EXHIBIT 8-I**  
**LOAN PORTFOLIO DATA (LPD) FORM**

Attached for your use is a copy of the CDBG-ED "Loan Portfolio Data" Form. The U.S. Department of Housing and Urban Development (HUD) requires the Montana Department of Commerce (MDOC) to track CDBG-ED assisted loan businesses. Due to imminent changes in the CDBG-ED program mandated by HUD, the MDOC needs to track primary and secondary loan activities generated from the above awards, in order to report program performance measurements for the CDBG-ED program. This information also enables the Department to better provide technical assistance to local governments and local development organizations with their community development objectives.

**Revolving Loan Fund managers must submit the LPD form, or its equivalent, for CDBG-ED loan information on an annual basis. The reports are due no later than January 31 for the period ending December 31.**

**You may make copies of the enclosed forms for future LPD reporting.** Please submit a completed form, or its equivalent, for each CDBG-ED primary and secondary loan. Send the form(s) to:

CDBG-ED Program  
Business Resources Division  
Montana Department of Commerce  
P.O. Box 200505  
Helena, MT 59620-0505

Please call (406) 841-2734 for additional information or assistance.

**MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT  
ECONOMIC DEVELOPMENT (CDBG-ED) LOAN PROGRAM  
PRIMARY LOAN PORTFOLIO DATA**

Please copy sheets as needed for reporting each primary loan.

Report as of: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Grantee (Local Government) : \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location and address: \_\_\_\_\_

Business Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Business Address: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Phone \_\_\_\_\_

**Balance of available funds in RLF \$** \_\_\_\_\_

**Interest Income Earned on RLF: \$** \_\_\_\_\_

**1) CDBG-ED Loan Information:**

Original Date of Loan: \_\_\_\_\_

Total Loan Amount (CDBG-ED ONLY) \$ \_\_\_\_\_

Monthly Payment Amount: \$ \_\_\_\_\_

Total Payments to Date: \$ \_\_\_\_\_

(Cumulative Interest Payments: \$ \_\_\_\_\_)

(Cumulative Principal Payments: \$ \_\_\_\_\_)

Remaining Repayment Amount: \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_ %

Loan Term: \_\_\_\_\_ Years

Remaining Term: \_\_\_\_\_ Years

Security: \_\_\_\_\_

**2) Current on Loan Payments? Yes \_\_\_ or No \_\_\_**  
If not current, explain:

**3) If Bankrupt, Total Recapture Amount: \$** \_\_\_\_\_

**4) Jobs: # Created: \_\_\_\_\_ # Retained: \_\_\_\_\_**  
# LMI Created: \_\_\_\_\_ # LMI Retained: \_\_\_\_\_

**5) Further Leverage/Spin-off Activities, directly related to this project, if known:**

**6) Any Secondary Loan Activity to Date? Yes \_\_\_ or No \_\_\_ ( If yes, fill out next page.)**

## SECONDARY LOAN ACTIVITY

This form may be used to report secondary loan activity.  
For multiple source RLF's, a roll-up of loan activity is acceptable.

LOAN # \_\_\_\_\_

Original Local Government Grantee: \_\_\_\_\_

Primary Loan Contract Number: \_\_\_\_\_

Primary Loan Business Name: \_\_\_\_\_

Secondary Loan Business Name: \_\_\_\_\_

Secondary Business Address: \_\_\_\_\_  
\_\_\_\_\_

Purpose of Loan: \_\_\_\_\_

CDBG-ED Eligible Activity? Yes\_\_\_ or No\_\_\_ (See CDBG-ED Program Brochure)

### 1) CDBG-ED Loan Information:

Date of Secondary Loan: \_\_\_\_\_ Total Loan Amount: \$ \_\_\_\_\_

Monthly Payment Amount: \$ \_\_\_\_\_ Total Payments to Date: \$ \_\_\_\_\_

(Cumulative Interest Payments: \$ \_\_\_\_\_)

(Cumulative Principal Payments: \$ \_\_\_\_\_)

Remaining Repayment Amount: \$ \_\_\_\_\_

(Optional) Interest Rate: \_\_\_\_\_ % Loan Term: \_\_\_\_\_ Years

Term remaining on loan: \_\_\_\_\_ Years

(Optional) Security: \_\_\_\_\_

2) Current on Loan Payments? Yes\_\_\_ or No\_\_\_

3) Jobs (If known): # Created: \_\_\_\_\_ # Retained: \_\_\_\_\_

Comments:

# LOAN PORTFOLIO DATA FORM INSTRUCTIONS

Report as of: (December 31 of each year) Contract # (primary loan contract #)

Grantee: (Grantee and Administering Entity, if applicable)

Business Name: (Name of the business assisted)

Business Location: (Town or city business is located in)

Business Contact: (Name of contact person for the business) Phone (their phone #)

Business Address: (Self-explanatory)

Prepared by: (Name of person & name of organization preparing this form) Phone (their phone #)

Balance of available funds in RLF (Balance available for funding new loans)

## 1) CDBG-ED Loan Information:

Original Date of Loan: (Contract award date)

Total CDBG Loan Amount: \$ (Original loan amount)

Monthly Payment Amount: \$ (Self-explanatory)

Total Payments to Date: \$ (Total dollar amount of payments made by the business, to date)

(Cumulative Interest Payments: \$ (Total dollar amount of interest payments made by the business, to date).)

(Cumulative Principal Payments: \$ (Total dollar amount of principal payments made by the business, to date).)

Interest Income Earned: \$ (Total amount of interest earned by the locality or administering entity on loan repayments deposited into an interest earning account).

Remaining Repayment Amount: \$ (Self-explanatory)

Interest Rate: (per the loan agreement) %

Loan Term: (per the loan agreement) Years

Remaining Term: (per the loan agreement) Years

Security: (Brief description of loan security)

2) Current on Loan Payments? Yes      or No      (Check "Yes" or "No")

If not current, explain: (If the loan is not current, explain the circumstances, number of delinquent payments, and corrective actions being taken)

3) If Bankruptcy, Total Recapture Amount?: \$ (Self-explanatory)

4) Jobs/Hiring Status: (Provide a brief description of the status of the jobs created or retained)

5) Further Leverage/Spin-off Activities, directly related to this project, if known:  
(Provide a brief description of any known Leverage/Spin-off Activities, directly related to this project)

6) Any Secondary Loan Activity to Date? Yes      or No       
(Check "Yes" if any secondary relending of funds has occurred and fill out information on Secondary Loan Activity – 8.1.3.)